

**HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD
TECHNICIAN VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT #

09-536A

OPEN PERIOD:

12/8/2009 – 1/7/2010

JOB TITLE:

Training Specialist

PAY GRADE AND SERIES:

GS-1702-09

PAY RANGE:

\$46,625 - \$60,612

POSITION LOCATION:

Fresno, CA.

APPOINTMENT TYPE: PERMANENT - DUAL STATUS

PDCN #: 80296000

Security Clearance Required:

Secret

AREA OF CONSIDERATION: ALL SOURCES

Military grade of E-6 through E-8.

Compatible Military Grade Assignment: AFSC 3S0X1/3S2X1

Key Requirements:

THIS IS A PERMANENT POSITION

This position is located in the Base Education and Training Office, within an ANG Military Personnel Flight (MPF), at an ANG flying wing. The purpose of this position is to administer post high school technical education and college programs, as well as military training functions, which include providing staff planning and multi level assistance to ensure that required military training objectives are achieved for all assigned units.

THIS POSITION MAY BE CONCURRENTLY ANNOUNCED VA A10-013. ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW CNG FPR 335."

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized upon approval.

PAYMENT OF PERMANENT OF CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) is **NOT** authorized, based on a determination that PCS move **IS NOT** in the Government interest

SUBJECT to NIGHT and/or ROTATING SHIFTS.

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

General: Progressively responsible clerical experience or other work which demonstrated the ability to acquire and to apply a practical knowledge and understanding of the program objectives, policies, procedures, and requirements relating to the work of the position.

Training Specialist GS-1702-09: Must have 24 months of specialized experience which demonstrated an applicant's ability to follow agency directives to develop year and/or longer education/training plans and to oversee and evaluate the effectiveness of these plans; experience which demonstrated an applicant's ability to determine requirements and to secure and coordinate the use of training sites, facilities and materials; experience which demonstrated an applicant's ability to receive, consolidate and analyze data from subordinate levels and to follow agency directives in using this data to prepare plans and reports; experience which demonstrated an applicant's ability to determine requirements; requisition, receive, store and account for test materials, and to insure proper test administration.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to develop, administer, and evaluate education/training programs.
2. Ability to secure facilities and coordinate training.
3. Ability to gather data and compile plans and reports.

4. Ability to coordinate and control testing programs.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High school graduate or the equivalent may be substituted for three months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, or 30 semester hours, or the equivalent) for 12 months of the required experience. Each 30 semester hours credited must have included at least 6 semester hours of courses which are directly related to the type of work of the position.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, if applicable
- Miscellaneous Items (i.e., Flight Records, Bar Certification), if applicable
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), if applicable
- SF 181, Ethnicity and Race Identification Form (optional)

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

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